

INDIVIDUAL COURSES CATALOG

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 207 Harriman St.
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Phone: 641.580.0423
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COURSE CATALOG:

Welcome to the CCMS Individual Courses Catalog. We offer home-study/self-paced continuing educational courses/programs for counselors, therapists and other helping professionals. Here is a listing of our Individual Courses. For more information, visit the various pages at our website <http://www.ccminc.net>.

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COURSE LIST

- TO-01 Brief Therapy 12 hours**
Objectives: In a cost-conscious treatment environment brief therapy has become the preferred treatment strategy. After completing this course you will have a greater understanding of the value, efficacy, implications and applications of utilizing brief therapy.
Text: A Brief Guide to Brief Therapy by Brian Cade & William Hudson O'Hanlon ISBN: 0393701433
- TO-02 Dual Diagnosis 12 hours**
Objectives: When you complete this course you will have a greater understanding of the diagnostic, treatment and outcome implications of treating the dually diagnosed client. You will be better prepared to make a differential diagnosis, provide appropriate treatment and aftercare planning for such clients.
Text: Dual Disorders: Counseling Clients w/ Chemical Dependency & Mental Illness by Dennis C. Daley, Howard Moss, & Frances Campbell ISBN: 1568388020
- TO-03 Ethics in Counseling & Psychotherapy 16 hours**
Objectives: You will gain a greater understanding of the ethical and legal standards and the implications of applying those standards to your practice as a helping professional.
Text: Ethics in Psychotherapy and Counseling, 4th ed. by Kenneth S. Pope & Melba J. T. Vasquez ISBN: 9780470633076
- TO-04 Cultural Difference in Counseling 20 hours**
Objectives: This course provides a greater understanding of the implications and considerations when providing counseling services to clients from cultural backgrounds different from that of the counselor.
Text: Multicultural Counseling and Psychotherapy: A Life Span Perspective by Leroy Baruth & M. Lee Manning ISBN: 0131706810
- TO-05 Dealing w/ Resistant Clients 14 hours**
Objectives: People resist change generally and clients frequently resist the change that may result from counseling/therapy. This course will help you to better understand the source and the reasons for that resistance and how it effectively dealt with.
Text: Compassionate Therapy, Working with Difficult Clients by Jeffrey Kottler ISBN: 1555424228
- TO-06 Client Diagnosis & Assessment 14 hours**
Objectives: Upon completing this course you will be better able to understand the process and the pitfalls in assessing and diagnosing clients enabling you to better lay out the future course of treatment.
Text: Diagnosis Made Easier: Principles and Techniques for Mental Health Clinicians 2nd ed. by James Morrison ISBN: 9781462513352
- TO-07 Clinical Supervision 20 hours**
Objectives: This course better prepares the new supervisor encounter the challenges of supervising a clinical staff as well as assists the veteran supervisor in improving their skills to better deal with the complexities of supervision while gaining greater effectiveness and satisfaction in that role.
Text: Essentials of Clinical Supervision by Jane M. Campbell ISBN: 0471233048
- TO-08 Post Traumatic Stress Disorder 14 hours**
Objectives: This course provides you with a background in the causes, diagnosis and treatment implications when treating with clients with PTSD.
Text: Counseling for Post-Traumatic Stress Disorder 3rd ed. by Michael J. Scott & Stephen G. Stradling ISBN: 1412921007
- TO-09 Substance Abuse: Choice or Disease 16 hours**
Objectives: This course sheds doubt on the traditional disease model of addiction and explores the causal and treatment implications inherent in the life-style model of addiction.
Text: The Addiction Concept: Working Hypothesis or Self-Fulfilling Prophecy? by Glen D. Walters ISBN: 0205286429
- TO-10 Denial & Other Barriers to Recovery 14 hours**
Objectives: You will better understand the treatment implications of the personality characteristics which may contribute to creating and maintaining addictive behaviors and that interfere with a sustained recovery.
Texts: Addictive Thinking by Abraham J. Twerski, M.D. & The Addictive Personality by Craig Nakken ISBN: 1567313310
- TO-11 Drugs of Abuse 12 hours**
Objectives: This course examines the current knowledge concerning the drugs of abuse to better prepare you to more effectively deal with drug abusing clients.
Text: Buzzed: The Straight Facts About the Most Used and Abused Drugs from Alcohol to Ecstasy 3rd ed. by Cynthia Kuhn, Scott Swartzwelder, Wilkie Wilson, Jeremy Foster & Leigh Heather Wilson ISBN: 0393329852

- TO-12 Criminal Personality & Addiction 20 hours**
Objectives: The dual challenge of clients who are both addicted and criminal offenders are examined so you can be more effective in their assessment and treatment.
Text: Substance Abuse Treatment for Criminal Offenders: An Evidence-Based Guide for Practitioners by David W. Springer, C. Aaron McNeece & Elizabeth Mayfield Arnold ISBN: 1557989907
- TO-13 Effective Therapeutic Strategies 14 hours**
Objectives: This course helps you to better match a client's diagnosis with its most effective mode of treatment.
Text: Selecting Effective Treatments: A Comprehensive, Systematic Guide to Treating Mental Disorders, 4th ed. by Linda Seligman ISBN: 0470889004
- TO-14 Spirituality & Recovery 14 hours**
Objectives: Spirituality has its role in recovery from addiction. This course helps you better understand that role and increases your level of comfort in discussing such issues with the addicted client.
Text: Addiction & Spirituality: A Multidisciplinary Approach by Oliver Morgan & Merle Jordan (ed.) ISBN: 0827200234
- TO-15 Stress Among Helping Professionals 14 hours**
Objectives: Working in the helping professions is a highly stressful profession leading to burnout and reduced effectiveness. This course examines how you can better identify the external and internal causes of your stress to be in a better position to deal with them.
Text: Stress: From Burnout to Balance by Vinay Joshi ISBN: 0761933123
- TO-16 Cognitive Approach to Addiction Treatment 12 hours**
Objectives: This course explores and better prepares you to apply cognitive theoretical concepts and treatment strategies when dealing with addicted clients.
Text: Cognitive Therapy of Substance Abuse by Aaron T. Beck, Fred D. Wright & Bruce S. Liese ISBN: 1572306599
- TO-17 Cognitive Therapy 14 hours**
Objectives: This course examines the implications and applications of cognitive therapy as you identify, evaluate and intervene on a client's automatic negative thoughts and core beliefs.
Text: Cognitive Therapy: Basics and Beyond by Judith S. Beck ISBN: 0898628474
- TO-18 Counseling Victims of Violence 12 hours**
Objectives: The traumatic affects of violence on its victims, their special issues and their recovery are a special concern to counselors/therapists. This course enables you to better assess and intervene with the client helping them to better recover from such trauma.
Text: Counseling Victims of Violence by Sandra L Brown ISBN: 0897934636
- TO-19 Relapse Prevention 12 hours**
Objectives: You will gain a greater understanding of the role relapse plays with the addicted client in recovery with special emphasis on the stages of recovery and the level of threat relapse represents.
Text: Staying Sober: A Guide to Relapse Prevention by Terry Gorski & Marlene Miller ISBN: 083090459X
- TO-20 Women & Addiction 12 hours**
Objectives: You will be better prepared to provide services that are specifically tailored to meet their special needs and challenges of the women clients who are involved with and recovering from addiction.
Text: Chemical Dependency: Women at Risk by Brenda L. Underhill (Editor), Dana G. Finnegan (Editor) ISBN: 1560230886
- TO-21 Family Therapy 14 hours**
Objectives: This course helps you see family therapy as a process involving planned interventions, sensitivity and clarity on the part of the therapist from prior to the first interview to past termination.
Text: Essential Skills in Family Therapy, 2nd ed. by JoEllen Patterson, et. al. ISBN: 160623305X
- TO-22 Counseling the Older Addict 12 hours**
Objectives: This course will give you a greater appreciation of the role substance use and abuse has among the older population as well as assisting you in the diagnoses, treatment and aftercare implications of dealing with this population.
Texts: Aging & Addiction: Helping Older Adults Overcome Alcohol or Medication Dependence by Carol Colleran & Debra Jay ISBN: 9781568387925

- TO-23 Compulsive Gambling 14 hours**
Objectives: Comparisons and contrast are drawn between pathological gambling and alcoholism as well as an examination of the role issues such as guilt and family involvement play in the dynamics of the perpetuation and recovery of the pathological gambler.
Texts: *Releasing Guilt about Gambling* by Valerie C. Lorenz, Ph.D. ISBN: 0894865234
Understanding Compulsive Gambling by Henry R. Lesieur, Ph.D. ISBN: 9780894863882
When Someone You Love Gambles by Mary Heineman, M.S.W., C.A.C. ISBN: 0894865358
Alcoholism and Pathological Gambling: Similarities and Differences by Arthur Herscovitch ISBN: 1556911467
(All books for this course can be purchased as a package from CCMS, Inc. Visit the **Bookstore** page at the website.)
- TO-24 Dealing w/ Grief & Loss 16 hours**
Objectives: This course examine the theories of grief and loss but more it provides a clear description of the causes of complicated grief as well as a detailed explanation of how the bereaved can be helped given the variations found in the client themselves and the nature and manner of the death of a loved one.
Texts: *Grief Counseling & Grief Therapy* by J. William Worden ISBN: 9780826101204
- TO-25 Motivational Interviewing 12 hours**
Objectives: This course identifies strategies that develop a counseling relationship that develops greater counselor/client rapport and motivates the client to change.
Text: *Motivational Interviewing: Helping People Change*, 3rd ed. by William K. Miller & Stephen Rollnick ISBN: 9781609182274
- TO-26 Biological & Cultural Aspects of Addiction 12 hours**
Objectives: The physiological and cultural factors involved in substance use and addiction are explored in order to better identify which factors contribute to addiction so you can better address the client's needs.
Text: *The Selfish Brain* by Robert L. Dupont, M.D. ISBN: 1568383630
- TO-27 From Addiction to Recovery 12 hours**
Objectives: This course examines how the addicted client moves from the culture of addiction to one of recovery better preparing you to be alert to and facilitate this transition.
Text: *Pathways from the Culture of Addiction to the Culture of Recovery* by William L. White, M.A. ISBN: 1568381239
- TO-28 Concepts of Alcoholism 16 hours**
Objectives: This course explores the essential concepts of alcohol use and abuse, alcoholism and recovery better preparing you to meet the needs of your alcoholic clients.
Text: *Loosening the Grip* 8th ed. by Jean Kinney and Gwen Leaton ISBN: 0073138894
- TO-29 The First Three Years of Recovery 14 hours**
Objectives: Explores the early recovery needs of the addicted client. Better prepares the therapist as they serve the newly recovering addict so as to strengthen their recovery.
Texts: *First Year Sobriety* by Guy Kettelhack ISBN: 1568382308
Second-Year Sobriety by Guy Kettelhack ISBN: 1568382316
Third-Year Sobriety by Guy Kettelhack ISBN: 1568382324
- TO-30 Physical Health & Mental Disorders 12 hours**
Objectives: The connection between a client's physical illness and mental disorders is often ignored but this course explores that relationship enabling you to make a differential diagnosis and provide more effective treatment or referral for clients.
Text: *When Psychological Problems Mask Medical Disorders* by James Morrison ISBN: 1572305398
- TO-31 Crisis Intervention 14 hours**
Objectives: This course introduces you to the application of crisis intervention theory and methodology to your clients.
Text: *Crisis Intervention: Theory and Methodology* by Donna C. Aguilera ISBN: 0815126042
- TO-32 Substance Abuse & Family Recovery 14 hours**
Objectives: Substance abuse does not just affect the user but also their families. These impacts are examined and provide guidelines in how to provide counseling with couples and families where addictions play a major role.
Text: *Couple & Family Therapy in Addiction* by Jerome D. Levine ISBN: 1568216416
- TO-33 Improving Therapeutic Skills 14 hours**
Objectives: Therapists make mistakes. This course gives you a framework through which to assess and learn from therapeutic errors.
Text: *The Imperfect Therapist* by Jeffrey A. Kottler ISBN: 1555421458

TO-34 Counseling Suicidal Clients

18 hours

Objectives: This course provides you with a firmer background concerning the cause(s), treatment and prevention of suicides throughout the life span.

Text: Suicide Across the Life Span: Implications for Counselors by David Capuzzi ISBN: 1556202326

TO-35 Clinical Supervision II

14 hours

Objectives: The veteran and novice clinical supervisor are introduced to supervising the alcohol and drug abuse counselor in their various work environments. Strategies of interviewing, managing, directing and collaborating with the supervisee are explored.

Texts: The Professional Alcohol & Drug Counselor Supervisor's Handbook by Lawrence Clayton, Ph.D. & Randy VanNostrand, Ph.D. ISBN: 1556912412

(This book is hard find but can be purchased at the **Bookstore** page at the CCMS website.)

TO-36 The Criminal Personality

16 hours

Objectives: This course examines the origins of criminal thinking and behavior giving you a better and firmer background of the full continuum of antisocial clients you frequently deal with.

Text: The Criminal Personality: A Profile For Change by Samuel Yochelson & Stanton Samenow ISBN: 1568211058

TO-37 Solution-Focused Therapy

14 hours

Objectives: This course examines the theory and practice of therapy/counseling based on the solution-focused model.

Text: Handbook of Solution-Focused Brief Therapy: SFT by Bill O'Connell ISBN: 0761967842

TO-38 Counseling Clients w/ Disabilities

18 hours

Objectives: The implementation and application of cognitive strategies as they apply to clients with disabilities are examined to better prepare you to assess and utilize cognitive techniques in treating them.

Text: Cognitive-Behavioral Therapy for Persons with Disabilities by Cynthia L. Radnitz ISBN: 076570238X

TO-39 Cognitive Therapy w/ Personality Disorders

14 hours

Objectives: The implementation and application of cognitive strategies as they apply to personality disordered clients are examined to better prepare you to assess and utilize cognitive techniques in treating them.

Text: Cognitive Therapy of Personality Disorders by Aaron T. Beck, et. al. ISBN: 1593854765

TO-40 Cognitive Approaches Dealing w/ Resistance

14 hours

Objectives: Clients resist change. This course provides the counselor/therapist who uses cognitive approaches with the tools and techniques to address resistance issues with their clients.

Text: Overcoming Resistance in Cognitive Therapy by Robert L. Leahy ISBN: 1572309369

TO-41 Facilitating Client Change

12 hours

Objectives: This course examines how client change is brought about through the use of rational emotive behavior therapy. It familiarizes you with the RET approach to detecting irrational beliefs, using the Socratic Method disputing them and replacing them with rational beliefs.

Text: Facilitating Client Change in Rational Emotive Behavior Therapy by Windy Dryden ISBN: 189763532X

TO-42 Theory of Addiction

14 hours

Objective: This course examines the various theories of the nature and the treatment of addiction. In this examination the theory's validity, reliability and value in providing treatment is considered. Finally the text's author offers what he sees as a reasonable synthesis of the best elements of all the existing theories of addiction.

Text: Theory of Addiction by Robert West ISBN: 9781405113595

TO-43 Clinical Supervision in the Addictions Field

14 hours

Objectives: This course provides you with a firmer background in the principles, models and methods of supervising counselors in the addictions field.

Text: Clinical Supervision in Alcohol and Drug Abuse Counseling by David J. Powell, with Archie Brosky ISBN: 0787973777

TO-44 Group Therapy

12 hours

Objectives: This course provides you with a broad background in the theory, concepts, methods and techniques in providing counseling on a group basis.

Text: Group Counseling: Concepts and Procedures, 4th ed. by Robert C. Berg ISBN: 0415952190

- TO-45 Chemical Dependency Counseling 16 hours**
Objectives: This course provides you with an in depth, comprehensive study of the nature, extent and treatment of the problem of chemical dependency.
Text: *Chemical Dependency Counseling: A Practical Guide*, 3rd ed. by Robert R. Perkinson ISBN: 1412957001
- TO-46 Coaching: New Ways of Facilitating Change 14 hours**
Objectives: This course studies the relatively new helping profession known collectively as "coaching." It examines the various client types, the principles, basic concepts and the distinctions between traditional counseling and coaching.
Text: *The Mindful Coach: Seven Roles for Helping People Grow* by Douglas K. Silsbee ISBN: 0974500356
- TO-47 Men in Therapy 12 hours**
Objectives: Men have unique issues and needs when they enter treatment. This course examines the implications and applications of developing rapport with and providing treatment for male clients.
Text: *Men In Therapy: The Challenge of Change* by Robert L. Meth, et. al. ISBN: 0898624851
- TO-48 Ethics in Addiction Counseling 12 hours**
Objectives: This course examines how ethical standards and principles apply to the addiction counseling professions.
Text: *The Book of Ethics: Expert Guidance for Professionals Who Treat Addiction* by Cynthia M. A. Geppert and Laura Weiss Roberts. ed. ISBN: 9781592854929
- TO-49 Harm Reduction Therapy 14 hours**
Objectives: This course examines the principles and concepts of Harm Reduction Therapy as it applies to addiction, AIDS, special populations and changes in public policies.
Text: *Harm Reduction: Pragmatic Strategies for Managing High-Risk Behaviors* by G. Alan Marlatt (ed.) ISBN: 1572308257
- TO-50 Relapse Prevention II 16 hours**
Objectives: This course takes a broad sweep of the essential concepts involved in preventing relapse with the addicted client including an examination of cues, life-style modifications and other actions the client needs to take to prevent future relapses.
Text: *Relapse Prevention: Maintenance Strategies in the Treatment of Addictive Behaviors* by G. Alan Marlatt & Dennis Donavon (ed.) ISBN: 1593851766
- TO-51 RET & Addiction 16 hours**
Objectives: RET is examined to better prepare you to utilize this approach in the application, implementation and techniques in the treatment of alcohol and drug abusers.
Text: *Rational-Emotive Therapy With Alcoholics and Substance Abusers* by Albert Ellis, et al. ISBN: 0205144349
- TO-52 Relapse Prevention III 16 hours**
Objectives: This course examines the various techniques and strategies which can be utilized by the client to learn from past relapses and prevent future ones.
Text: *Therapist's Guide To Evidence-Based Relapse Prevention* by Katie A. Witkiewitz ISBN: 0123694299
- TO-53 Mastering Resistance 14 hours**
Objectives: Specific approaches and techniques the therapist can utilize to effectively deal with resistant clients are examined especially as they apply to couple and family counseling.
Text: *Mastering Resistance: A Practical Guide To Family Therapy* by Carol M. Anderson & Susan Stewart ISBN: 0898620449
- TO-54 Improving Treatment Compliance 12 hours**
Objectives: The most important aspects of treating the dually diagnosed client including: getting clients to attend treatment sessions and motivating clients to deal with problems causing them pain and leading to continued dysfunction are examined in detail.
Text: *Improving Treatment Compliance: Counseling & Systems Strategies for Substance Abuse & Dual Disorders* by Dennis C. Daley & Allan Zuckoff ISBN: 1568382812
- TO-55 Anger Management 14 hours**
Objectives: Anger management issues seem to impact many of your clients. This course provides you with effective strategies to help better address such problems in their lives and relationships with others.
Text: *Anger Management: The Complete Treatment Guidebook for Practitioners* by Howard Kassinove & Raymond Tafrate ISBN: 1886230455

- TO-56 Narrative Therapy 14 hours**
Objectives: This course provides you an introduction to the theory and application of narrative therapy to a broad range of counseling settings and client issues.
Text: Narrative Therapy: An Introduction to Counseling, 2nd ed by Martin Payne ISBN: 1412920132
- TO-57 Life Coaching 14 hours**
Objectives: Coaching has become a recent phenomenon cutting across all sorts of helping and other professions. This course concentrates on how the concepts, beliefs and approaches used by coaches can be applicable to counseling and related professions.
Text: Therapist as Life Coach: An Introduction for Counselors and Other Helping Professionals by Pat Williams ISBN: 0393705226
- TO-58 Promoting Healthy Families 16 hours**
Objectives: This course emphasizes how effective stress management, coping skills and improved health can be promoted with families as a whole as well as their individual members.
Text: Families and Change Coping With Stressful Events and Transitions by Patrick McKenry & Sharon Price ISBN: 0761988718
- TO-59 Recovering From Addiction 12 hours**
Objectives: This course examines how alcoholism develops and how recovery occurs over time from Valliant's research on the topic.
Text: The Natural History of Alcoholism by George Vaillant ISBN: 0674603788
- TO-60 The Criminal Personality II 16 hours**
Objectives: You will have with greater depth and breadth in dealing effectively and successfully treating antisocial clients.
Text: The Criminal Personality: The Change Process by Samuel Yochelson & Stanton Samenow ISBN: 1568213492
- TO-61 Brief Therapy w/ Adolescents 14 hours**
Objectives: This course examines how brief therapy can be effectively utilized in treating the adolescent client.
Text: Pathways to Change: Brief Therapy Solutions with Difficult Adolescents by Matthew Selekman ISBN: 1572309598
- TO-62 Brief Therapy w/ Children 14 hours**
Objectives: When you complete this course you will have a firmer background in how solution-focused brief therapy can be used in the treatment of children and their family.
Text: Solution-Focused Therapy with Children: Harnessing Family Strengths for Systematic Change by Matthew Selekman ISBN: 1572307900
- TO-63 The Criminal Personality III 16 hours**
Objectives: Provides the therapist with greater depth and breadth in dealing effectively with antisocial clients. Provides a firmer background of Dr. Samenow's experience and understanding of how drug abusing client is treated.
Text: The Criminal Personality: The Drug Abuser by Samuel Yochelson & Stanton Samenow ISBN: 1568212445
- TO-64 Treating the Compulsive Gambler & Their Family 16 hours**
Objectives: This course provides you with a firmer background in the assessment, diagnosis and treatment of the compulsive gambler and their family.
Text: Counseling Problem Gamblers: A Self-Regulation Manual for Individual and Family Therapy by Joseph W. Ciarrocchi ISBN: 0121746534
- TO-65 Substance Abuse Treatment & the Stages of Change 14 hours**
Objectives: When you complete this course you will have a better understanding of how the Stages of Change concept applies to your substance abusing clients.
Text: Substance Abuse Treatment and the Stages of Change, 2nd ed by Gerard Connors, et. al. ISBN: 978-1462508044
- TO-66 Cognitive Group Therapy w/ Special Problems & Populations 16 hours**
Objectives: The group cognitive-behavioral model is examined as it applies to clients from special populations and with special problems.
Text: Cognitive-Behavioral Group Therapy for Specific Problems and Populations by John R. Wright & Arthur S. Freeman (ed) ISBN: 1557986908
- TO-67 Counseling Clients in a Disaster 12 hours**
Objectives: You will gain greater knowledge in how to meet the needs of clients who have experienced both natural and man-made disaster situations.
Text: Crisis Intervention Training for Disaster Workers: An Introduction by George W. Doherty ISBN: 1932690425

- TO-68** **Life Coaching: A Cognitive-Behavioral Approach** **14 hours**
Objectives: Life coaching has come to be a growing and groundbreaking approach to helping people with this course examining how the cognitive-behavioral theories and techniques applies.
Text: Life Coaching: A Cognitive Behavioral Approach by Michael Neenan & Windy Dryden ISBN: 1583911383
- TO-69** **Treating Addicted Offenders in Community Settings** **14 hours**
Objectives: You will gain a greater understanding of how criminal offenders with accompanying problems with substance abuse/dependency can be successfully treated in community settings.
Text: Substance Abuse Treatment with Correctional Clients: Practical Implications for Institutional and Community Settings by Barbara Sims ISBN: 0789021277
- TO-70** **Performance Coaching in Organizations** **14 hours**
Objectives: This course helps you understand how coaching and mentoring can be utilized in organizations to get the best possible results from its employees.
Text: Masterful Coaching by Robert Hargrove ISBN: 0787960845
- TO-71** **Life Coaching II** **16 hours**
Objectives: This course explores the various attitudes, point of view, assessments, strategies, templates, etc. involved in doing the work of a coach.
Text: Total Life Coach: A Compendium of Resources by Patrick William & Lloyd J. Thomas ISBN: 0393704343
- TO-72** **Advanced Ethics for Addiction Professionals** **14 hours**
Objectives: This course examines the theory and application of ethical theory as well as warning of some of the pitfalls and landmines that exist between the ethical dilemma and the final outcome and how they can be overcome through the developed skill of critical thinking.
Text: Advanced Ethics for Addiction Professionals by Michael J. Taleff ISBN: 9780826124586
- TO-73** **Marriage Counseling** **20 hours**
Objectives: To learn the research based theory of marriage as put forth in the Gottman book. To learn how to assess the issues in a marriage without falling into various pitfalls noted there. To learn how to create effective interventions with a marriage which help the members solve problems, and deals with problems of resistance and relapse.
Text: The Marriage Clinic: A Scientifically Based Marital Therapy by John M. Gottman ISBN: 9780393702828
- TO-74** **Treatment Planning** **14 hours**
Objectives: The student will learn more of the client assessment process. They will learn of how psychological issues can influence treatment goals. The student will learn how to develop and monitor the progress the client is making working on the treatment plans.
Text: Essentials of Treatment Planning by Mark E. Maruish ISBN: 0471419974
- TO-75** **Group Therapy with Substance Abusers** **18 hours**
Objectives: The student will learn the theory and application of group therapy with substance abusing clients from a cognitive-behavioral perspective.
Text: The Group Therapy of Substance Abuse by David W. Brook et.al. ISBN: 0789017822
- TO-76** **Cigarettes & Nicotine Addiction** **16 hours**
Objectives: The student will learn how nicotine is addictive, the natural history of nicotine addiction, the biobehavioral nature of nicotine addiction and the role public health and policy can play.
Text: Cigarettes, Nicotine and Health: A Biobehavioral Approach by Lynn T. Kozlowski et.al ISBN: 0803959478
- TO-77** **Substance Abuse & Family Recovery II** **18 hours**
Objectives: The student will learn about the basic skills of providing counseling services to the substance abuser and their family. Client assessment, effective interventions, assessing motivation, problem solving strategies, monitoring the ups and downs of progress are also discussed.
Text: Family Solutions for Substance Abuse: Clinical and Counseling Approaches by Eric E. McCollum & Terry S. Trepper ISBN: 0789006235

- TO-78 Stress Management for Helping Professionals 18 hours**
Objectives: The student will learn how to recognize the existence and the source of stress in their lives whether caused by their work or as it affects their work performance. They will gain a greater understanding of how stress impacts their life and how to begin to develop strategies to address the sources of stress both in their worklife and their life outside of the work setting. They will learn how to monitor and modify their stress management plan as they implement it in their life.
Text: The Resilient Practitioner: Burnout Prevention and Self-Care Strategies for Counselors, Therapists, Teachers, and Health Professionals, Second Edition ... Historical, and Cultural Perspectives by Thomas Skovholt & Michelle Trotter-Mathison
 ISBN: 978-0415989398
- TO-79 Ethnocultural Factors in Substance Abuse Treatment 18 hours**
Objective: The student will gain a greater understanding of what it means to be culturally competent. Additionally, they will understand the origins and history of attitudes and behaviors of a wide variety of ethnic and cultural backgrounds as they relate to substance use/abuse. Finally how to effectively treat clients from the various backgrounds covered in the text including various varieties of African American, Native and Latino American, European, Asian and Middle Eastern backgrounds.
Text: Ethnocultural Factors in Substance Abuse Treatment by Shulamith Lala Ashenberg Strausner ISBN: 1572308850
- TO-80 Twelve Core Functions of the Substance Abuse Counselor 16 hours**
Objectives: The student will learn the role, techniques and strategies that are embodied in the various functions of the substance abuse counselor. It covers assessment, intake, counseling, consultation, referral, orientation, treatment planning, counseling, crisis intervention, documentation, etc. enabling the student to better understand the knowledge, skills, techniques, etc. need to be effective in each.
Text: Global Criteria: The 12 Core Functions of the Substance Abuse Counselor by John Herdman ISBN: 9780976834120
- TO-81 Coaching & Positive Psychology I 20 hours**
Objective: Coaching & Positive Psychology I introduce the student to the theories, concepts and practice of positive psychology. Given that most of psychology seems to study the abnormal and the pathological aspects of human behavior this describes how psychological health can be promoted, encouraged and emphasized in ones practice. This test covers Parts 1 through 5 of the text.
Text: Positive Psychology In Practice. P. Alex Linley & Stephen Joseph (ed.) ISBN: 0471459062.
- TO-82 Coaching & Positive Psychology II 20 hours**
Objective: Coaching & Positive Psychology II introduce the student to the theories, concepts and practice of positive psychology. Given that most of psychology seems to study the abnormal and the pathological aspects of human behavior this describes how psychological health can be promoted, encouraged and emphasized in ones practice. This test covers Parts 6 through 9 of the text.
Text: Positive Psychology In Practice. P. Alex Linley & Stephen Joseph (ed.) ISBN: 0471459062.
- TO-83 Coaching & Positive Psychology III 14 hours**
Objective: Coaching & Positive Psychology III introduce the student to the theories, concepts and practice of positive psychology. Given that most of psychology seems to study the abnormal and the pathological aspects of human behavior this describes how psychological health can be promoted, encouraged and emphasized in ones practice. This test covers Parts 10 through 3 of the text.
Text: Positive Psychology In Practice. P. Alex Linley & Stephen Joseph (ed.) ISBN: 0471459062.
- TO-84 Assessment In Positive Psychology I 14 hours**
Objective: Assessment In Positive Psychology I introduces the student to the models, assessment tools, techniques and testing instruments of positive psychology. The various perspectives provided in this series of courses helps the student to look at clients from the perspective of strengths rather than one of pathology, weaknesses and needs. This test covers Parts I and II of the text.
Text: Positive Psychology Assessment: A Handbook of Models and Measures. Shane L. Lopez & C.R. Snyder (ed.) ISBN: 1557989885.
- TO-85 Assessment In Positive Psychology II 14 hours**
Objective: Assessment In Positive Psychology II introduces the student to the models, assessment tools, techniques and testing instruments of positive psychology. The various perspectives provided in this series of courses helps the student to look at clients from the perspective of strengths rather than one of pathology, weaknesses and needs. This test covers Parts III and IV of the text.
Text: Positive Psychology Assessment: A Handbook of Models and Measures. Shane L. Lopez & C.R. Snyder (ed.) ISBN: 1557989885.
- TO-86 Assessment In Positive Psychology III 12 hours**
Objective: Assessment In Positive Psychology III introduces the student to the models, assessment tools, techniques and testing instruments of positive psychology. The various perspectives provided in this series of courses helps the student to look at clients from the perspective of strengths rather than one of pathology, weaknesses and needs. This test covers Parts V and VII of the text.
Text: Positive Psychology Assessment: A Handbook of Models and Measures. Shane L. Lopez & C.R. Snyder (ed.) ISBN: 1557989885.

- TO-87 Psychology of Human Strength I 12 hours**
Objective: Psychology of Human Strength I, II & III introduces the student to the topics such as intelligence, judgment, perspective, volition and resilience as they apply to the development and the maintenance of mental health. This test covers Chapters 2 thru 8 of the text.
Text: A Psychology of Human Strengths: Fundamental Questions and Future Directions for a Positive Psychology. Lisa G. Aspinwall & Ursula M. Staudinger (ed.). ISBN: 1557989311.
- TO-88 Psychology of Human Strength II 12 hours**
Objective: Psychology of Human Strength II introduces the student to the topics such as intelligence, judgment, perspective, volition and resilience as they apply to the development and the maintenance of mental health. This test covers Chapters 9 thru 16 of the text.
Text: A Psychology of Human Strengths: Fundamental Questions and Future Directions for a Positive Psychology. Lisa G. Aspinwall & Ursula M. Staudinger (ed.). ISBN: 1557989311.
- TO-89 Psychology of Human Strength III 12 hours**
Objective: Psychology of Human Strength III introduces the student to the topics such as intelligence, judgment, perspective, volition and resilience as they apply to the development and the maintenance of mental health. This test covers Chapters 17 thru 23 of the text.
Text: A Psychology of Human Strengths: Fundamental Questions and Future Directions for a Positive Psychology. Lisa G. Aspinwall & Ursula M. Staudinger (ed.). ISBN: 1557989311.
- TO-90 Counseling Clients w/ a Controversial Diagnosis 14 hours**
Objectives: The counselor is provided with a greater understanding of the challenges and implications of treating clients who have controversial disorders.
Text: A Clinician's Guide to Controversial Illness by Renee R. Taylor, Ph.D., Fred Friedberg, Ph.D. & Leonard A. Jason, Ph.D. ISBN: 156887068X
- TO-91 Solution-Focused Therapy w/ Alcoholism 14 hours**
Objectives: Solution-focused therapy is carefully examined as it applies to the treatment of alcoholic/addicted clients.
Text: Working w/ the Problem Drinker: A Solution-Focused Approach by Insoo Kim Berg & Scott D. Miller ISBN: 0393701344
- TO-92 Stress Management & Wellness I 12 hours**
Objective: This course introduces the student more specifically to the topic stress management. Additionally, the concepts, models and attitudes as well as methods, techniques and strategies will be addressed. This test covers Parts I and II of the text.
Text: Managing Stress: Principles & Strategies for Health & Well-Being with Art of Peace Workbook (8th ed.). Brian Luke Seaward. ISBN: 1284036642
- TO-93 Stress Management & Wellness II 12 hours**
Objective: This course introduces the student more specifically to the topic stress management. Additionally, the concepts, models and attitudes as well as methods, techniques and strategies will be addressed. This test covers Part III of the text.
Text: Managing Stress: Principles & Strategies for Health & Well-Being with Art of Peace Workbook (8th ed.). Brian Luke Seaward. ISBN: 1284036642
- TO-94 Stress Management & Wellness III 12 hours**
Objective: This course introduces the student more specifically to the topic stress management. Additionally, the concepts, models and attitudes as well as methods, techniques and strategies will be addressed. This test covers Part IV of the text.
Text: Managing Stress: Principles & Strategies for Health & Well-Being with Art of Peace Workbook (8th ed.). Brian Luke Seaward. ISBN: 1284036642
- TO-95 Crisis Counseling I 14 hours**
Objective: This course provides student with information about the current issues as they relate to crisis intervention. Numerous case examples are provided to illustrate the practical application of both assessing and treating the client in crisis. This test covers Parts I, II & III of the text.
Text: Crisis Intervention Handbook: Assessment, Treatment & Research 3rd ed. by Albert R. Roberts. ISBN: 9780195179910.
- TO-96 Crisis Counseling II 14 hours**
Objective: This course provides student with information about the current issues as they relate to crisis intervention. Numerous case examples are provided to illustrate the practical application of both assessing and treating the client in crisis. This test covers Parts IV, V & VI of the text.
Text: Crisis Intervention Handbook: Assessment, Treatment & Research 3rd ed. by Albert R. Roberts. ISBN: 9780195179910.

CONTACT INFORMATION:

If you have questions or concerns about our course offering or if you would like to place a credit card order here is where you can contact us:

*CCMS, Inc.
P. O. Box 128
Alexander, IA 50420
Phone: 641.580.0423
Fax: 509.461.5656
Email: info@ccmsinc.net
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